DEVELOPMENT CHARGES FORM

User Guide

Development Charges Form – Public Site
User Guide

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Welcome to the Public User Guide

This user guide provides step-by-step instructions on how to use the *Development Charges Form* application.

The guide is organized into two sections:

- **Section 1: Introduction**
  This section includes who will be using the public Development Charges form, and why they will use it.

- **Section 2: Completing the Development Charges Form**
  This section includes instructions on how to create a new form, enter information into the form, confirm the information, submit the form and print it for your records.

Documentation Conventions

To make it quick and easy to find and understand information, this user guide uses the following conventions:

- The title of each procedure is shown in **blue bold** characters as in:

  To create a new form:

- Words or names that are shown in **orange bold** characters are specific to an action or step in a procedure. For example, the words **Town/City/Township** are in orange bold because they appear in the application, as in:

  2. Select a **Town/City/Township** from the drop down list. “Select” is the default value..

- Words or sentences that are shown in *italic* characters are specific to a reaction on screen after completing a procedure. For example, the sentence *“The selected municipality appears as selected”* appears in italics because this window appears on the screen after completing the related procedure.

  The Step 1 of 3 – Create a Form web page appears.

SECTION 1
INTRODUCTION

Presenting the Development Charges Form

The Development Charges application is a browser-based application that enables developers to submit their development charges form online.

This section covers the basics you need to know to begin working in the application. You will find step-by-step instructions to complete the form.

Audience

Municipal developers who have contracts to construct residential and commercial properties for the Regional Municipality of Durham are the audience for this application.

Purpose of the form

The purpose of the form is to provide an electronic version of the Development Charges form to builders via the Web. The form is identical to the paper-based form in that it captures all information related to new developments in the municipalities governed by the Region of Durham. These can be brand new developments or new construction after demolition of structures on existing lots. The form is completed and submitted online prior to issuance of a building permit. Remittance of Regional Development Charges is payable to the area municipality. If information on the submitted form does not agree with the building permit, please advise the Regional Works Department.

Note: Upon completion of the form online, the builder will contact the municipality.

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SECTION 2
Completing the Development Charges Form

Completing the Development Charges Form

This section covers the basics you need to know to complete the Development Charges form. You will find step-by-step instructions detailed below.

How to complete the form

Completing the Development Charges form is a 3-step process:

- Step 1: Create a new form
- Step 2: Confirm the details that have been entered
- Step 3: Submit the completed form

Creating a new form

Builders will create a new form whenever they require a building permit. Some of the fields described in the Create a Form task below are **mandatory** fields. The form cannot be submitted without their completion.

To create a new form:

1. Open a browser and type in or copy the website's URL:
   http://www. edcf.region.durham.on.ca

2. Click the **Create a Form** button on the Development Charges home page.
   The Step 1 of 3 - Create a Form web page appears.

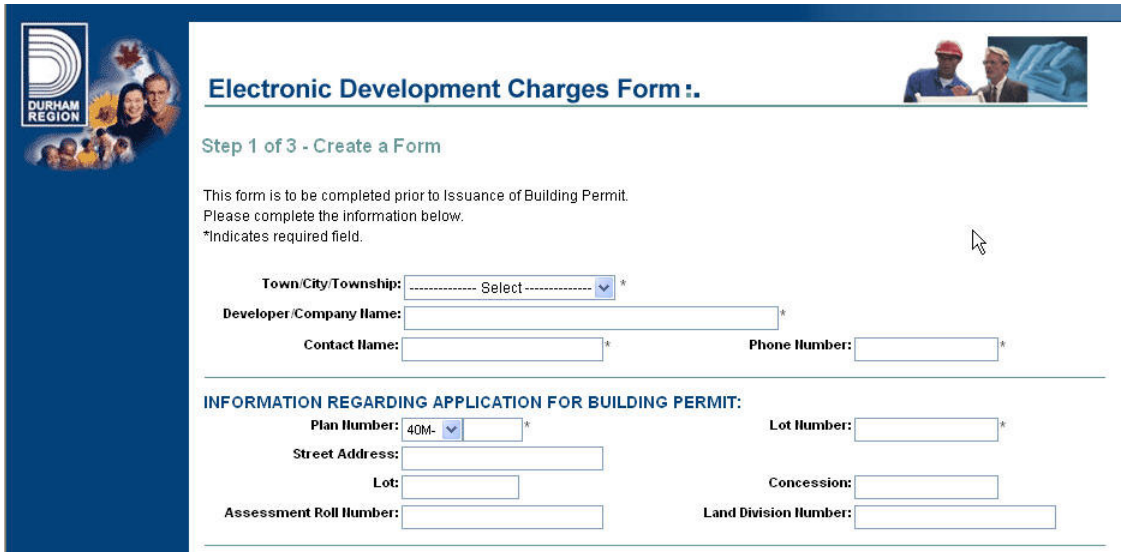

Figure 2-1: *Step 1 of 3 – Create a Form web page appears*

3. Select a **Town/City/Township** from the drop down list defaulted to Select. This is a **mandatory** field.
   The selected municipality appears as selected.

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4. Enter the name of your company in the **Developer/Company Name** field. You may enter any alphabetical, numerical or special characters, e.g. & * ( ) @ # , +, etc. This is a **mandatory** field.

5. Enter the person who should be contacted if needed in the **Contact Name** field. This is a **mandatory** field.

6. Select the M-Plan number prefix as either 40M- or 40R-. Enter the numbers associated with the prefix in the **Plan Number** field. This field will accept single entries. You may enter numerical characters only. If you have selected the prefix 40M- you may enter 4 numbers. If you have selected the prefix 40R- you may enter 5 numbers. This is a **mandatory** field.

7. Enter the Lot number(s) in the **Lot Number(s)** field. This field will accept single entries. You may enter alphabetical or numerical characters. This is a **mandatory** field.

OPTIONAL FIELDS are listed below:

8. Enter the street address including Street Number, Street Name, City, Province and Postal Code in the **Street Address** field. You may enter alphabetical and numerical characters. This is an optional field.

9. Enter the lot in the **Lot** field. You may enter alphabetical or numerical characters. This is an optional field.

10. Enter the assessment roll number in the **Assessment Roll Number** field. This is an optional field.

11. Enter the concession in the **Concession** field. This is an optional field.

12. Enter the land division number in the **Land Division Number** field. This is an optional field.

Enter the NUMBER OF UNITS TO BE CONSTRUCTED:

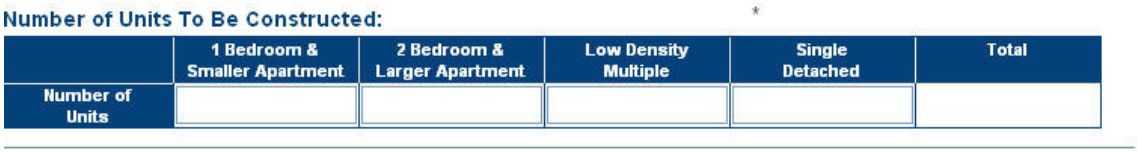

Figure 2-2: *Step 1 of 3 - Number of Units To Be Constructed field entry*

13. Enter the numbers of units to be constructed in the **Number of Units to be Constructed** grid: 1 Bedroom or Smaller Apartments, 2 Bedroom or Larger Apartments, Low Density Multiples, and/or Single Detached. You must enter at least one number in at least one of the columns. This is a **mandatory** field.

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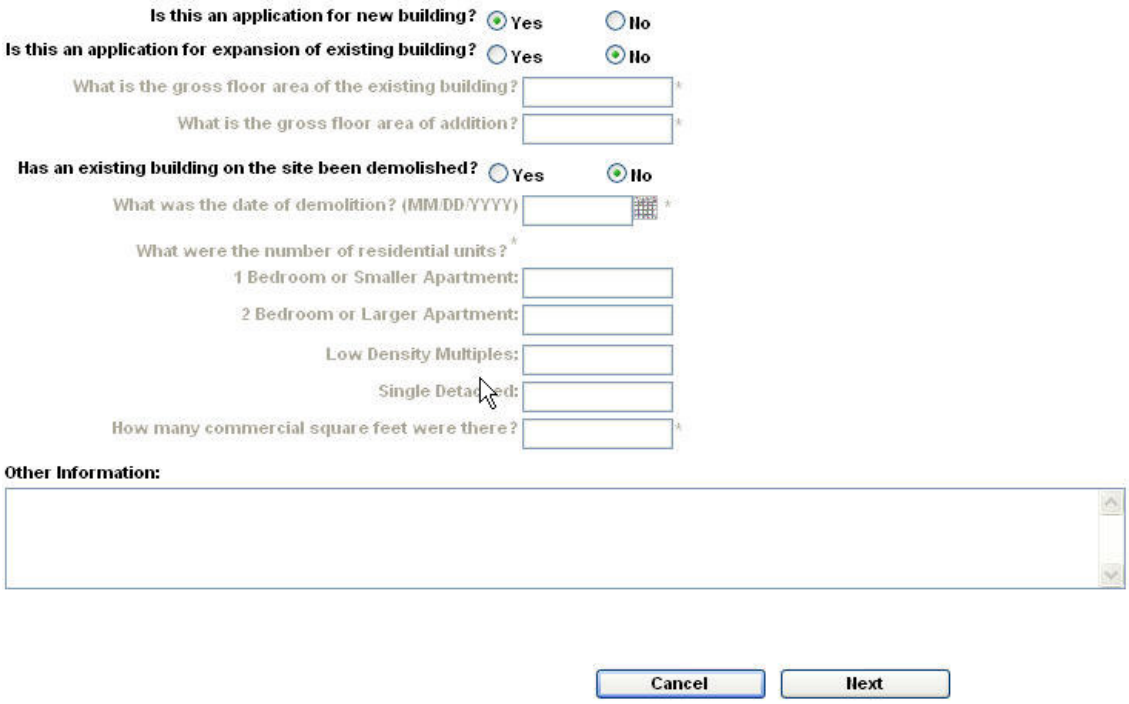
Is this an application for new building? Yes No
Is this an application for expansion of existing building? Yes No
What is the gross floor area of the existing building?
What is the gross floor area of addition?
Has an existing building on the site been demolished? Yes No
What was the date of demolition? (MM/DD/YYYY)
What were the number of residential units?
1 Bedroom or Smaller Apartment:
2 Bedroom or Larger Apartment:
Low Density Multiples:
Single Detached:
How many commercial square feet were there?
Other Information:
Cancel
Next

Figure 2-3: *Step 1 of 3 – Details about the construction project field entry*

14. Use the **Yes** or **No** radio buttons to specify if this is an application for a new building. This is a **mandatory** field.

15. Use the **Yes** or **No** radio buttons to specify if this is an application for the expansion of an existing building. This is a **mandatory** field.
    If you select Yes to the expansion question (step #14), two more fields are made available for entry.

16. Enter the existing building's gross floor area into the **What is the gross floor area of the existing building?** field. If available for entry, this is a **mandatory** field.

17. Enter the expansion's gross floor area in the **What is the gross floor area of the expansion?** field. If available for entry, this is a **mandatory** field

18. Use the **Yes** or **No** radio buttons to specify if an existing building on the site has been demolished? This is a **mandatory** field.
    If you select Yes to the demolition question (step #17), three more fields are made available for entry.

19. Select a demolition date from the **What was the date of demolition?** field. You may select from the calendar application provided or enter the date as MM/DD/YYYY. You may enter only numbers and forward slashes in this field. If available for entry, this is a **mandatory** field.

20. Enter the number of residential units in the demolished building in the **What were the number of residential units?** field. If available for entry, this is a **mandatory** field. You may enter numbers only into this field.

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21. Enter the number of square feet of commercial space in the **How many commercial square feet were there?** field. You may enter numbers only into this field. If available for entry, this is a **mandatory** field.

22. Enter any other information pertinent to the development form in the **Other** field. You may enter numbers, letters or special characters into this field. This is an optional field.

23. Click the **Next** button to enter your information into the system.
The Confirmation page appears with the form displayed as not editable.

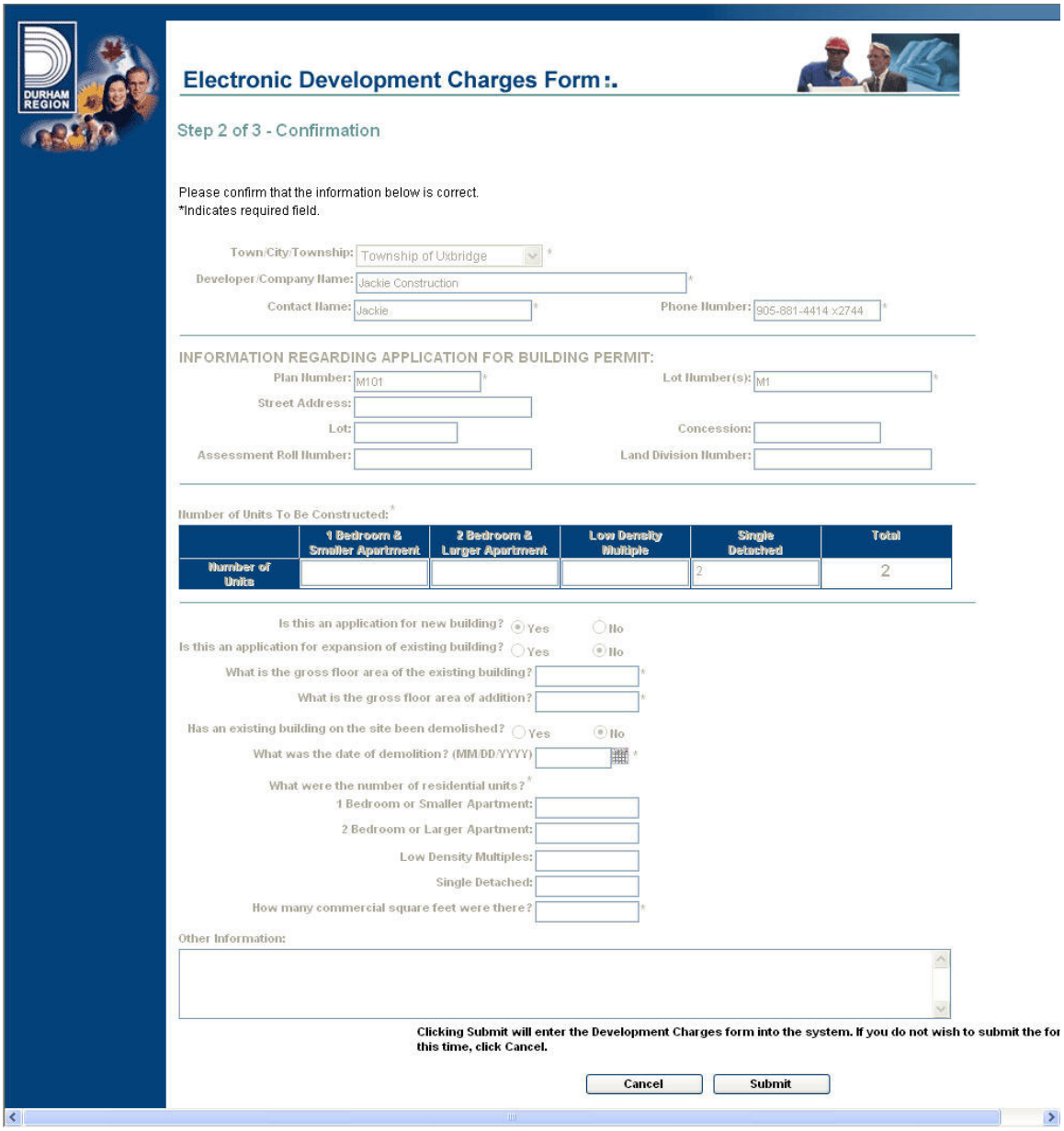
Electronic Development Charges Form:.
Step 2 of 3 - Confirmation
Please confirm that the information below is correct.
*Indicates required field.
Town/City/Township: Township of Uxbridge
Developer/Company Name: Jackie Construction
Contact Name: Jackie
Phone Number: 905-881-4414 x2744
INFORMATION REGARDING APPLICATION FOR BUILDING PERMIT:
Plan Number: M101
Lot Number(s): M1
Street Address:
Lot:
Concession:
Assessment Roll Number:
Land Division Number:
Number of Units To Be Constructed:
1 Bedroom & Smaller Apartment
2 Bedroom & Larger Apartment
Low Density Multiple
Single Detached
Total
Number of Units
2
Is this an application for new building? Yes No
Is this an application for expansion of existing building? Yes No
What is the gross floor area of the existing building?
What is the gross floor area of addition?
Has an existing building on the site been demolished? Yes No
What was the date of demolition? (MM/DD/YYYY)
What were the number of residential units?
1 Bedroom or Smaller Apartment:
2 Bedroom or Larger Apartment:
Low Density Multiples:
Single Detached:
How many commercial square feet were there?
Other Information:
Clicking Submit will enter the Development Charges form into the system. If you do not wish to submit the for
this time, click Cancel.
Cancel
Submit

Figure 2-4: Step 2 of 3 **-** Confirmation Page

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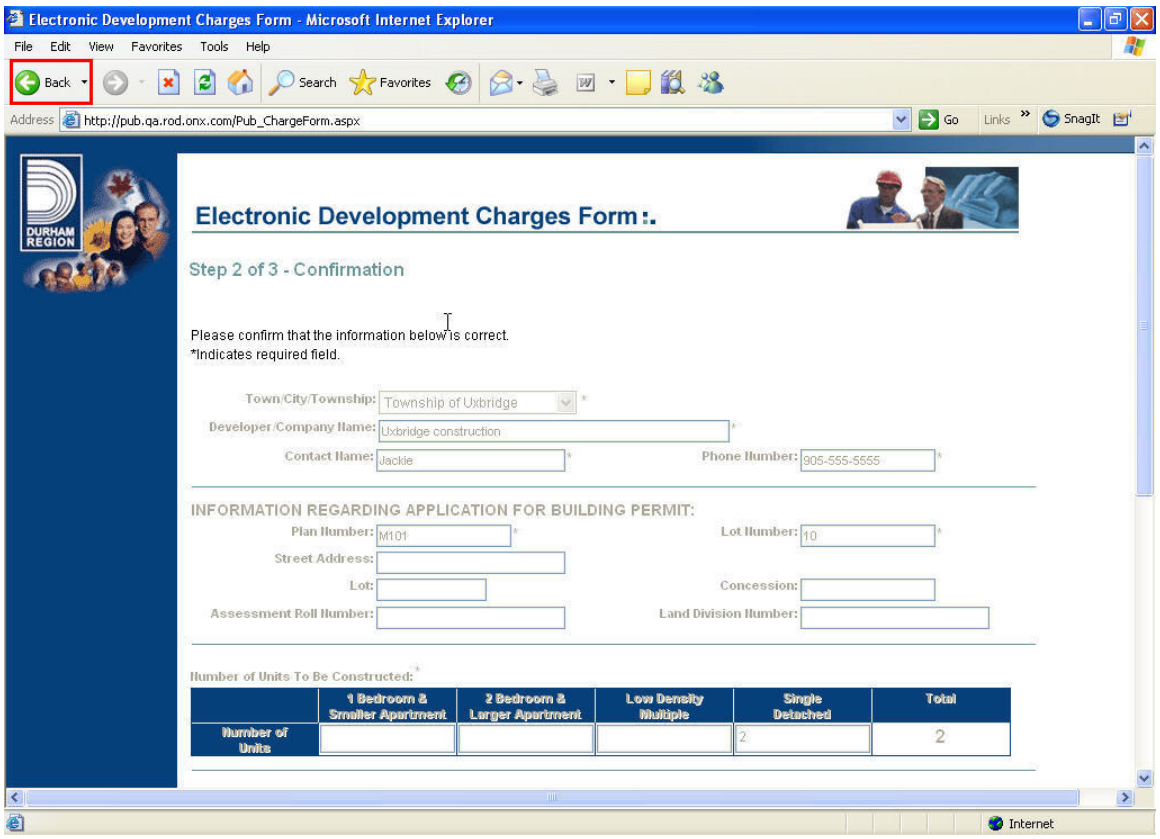
24. The System validates your entries to ensure that all mandatory fields are complete, and that there are no invalid entries. You may also wish to review the information at this time to check if the information is correct.

25. If there are validation errors, e.g. a mandatory field has not been completed or there is incorrect information in a field, the system will indicate which fields require attention by changing the field name from black to **bold, red text**.

26. If you wish to make changes to the information that you have entered, please click the **Back** button in your Web browser to return to the editable form.



OR

27. Click the **Submit** button to save your information and submit the completed form to the local municipality for review.
    The Submitted page appears including a tracking number and a print button so you can print your completed form for your records.

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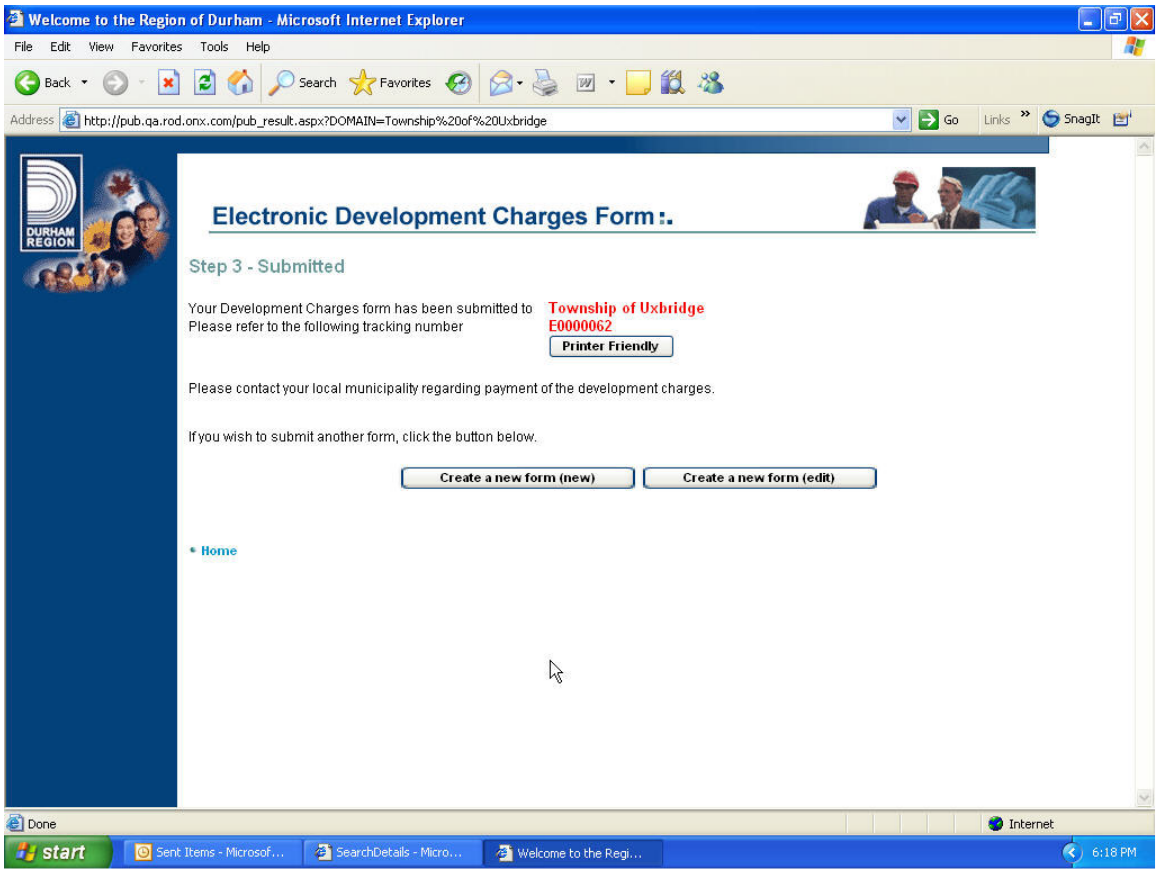
Welcome to the Region of Durham - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites
Address http://pub.qa.rod.onx.com/pub_result.aspx?DOMAIN=Township%20of%20Uxbridge
Go Links SnagIt
DURHAM REGION
Electronic Development Charges Form :.
Step 3 - Submitted
Your Development Charges form has been submitted to Township of Uxbridge
Please refer to the following tracking number E0000062
Printer Friendly
Please contact your local municipality regarding payment of the development charges.
If you wish to submit another form, click the button below.
Create a new form (new)
Create a new form (edit)
Home
Done
Internet
start
Sent Items - Microsof...
SearchDetails - Micro...
Welcome to the Regi...
6:18 PM

Figure 2-5: *Successful submission of the Development Charges form message*

OR

28. Click the **Cancel** button to return to the Create a Form start page without submitting your completed form.

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Printing submitted forms

You may print your submitted Development Charges form for your records after it has been submitted to the municipality.

The printed form will include a tracking number that you may refer to when following up on the submitted Development Charges form.

To print your form:

1. Click the **Printer Friendly** button on the successful submission page.
   The form appears in a pop-up window in printer-friendly format. The Print dialog box for your local computer appears.

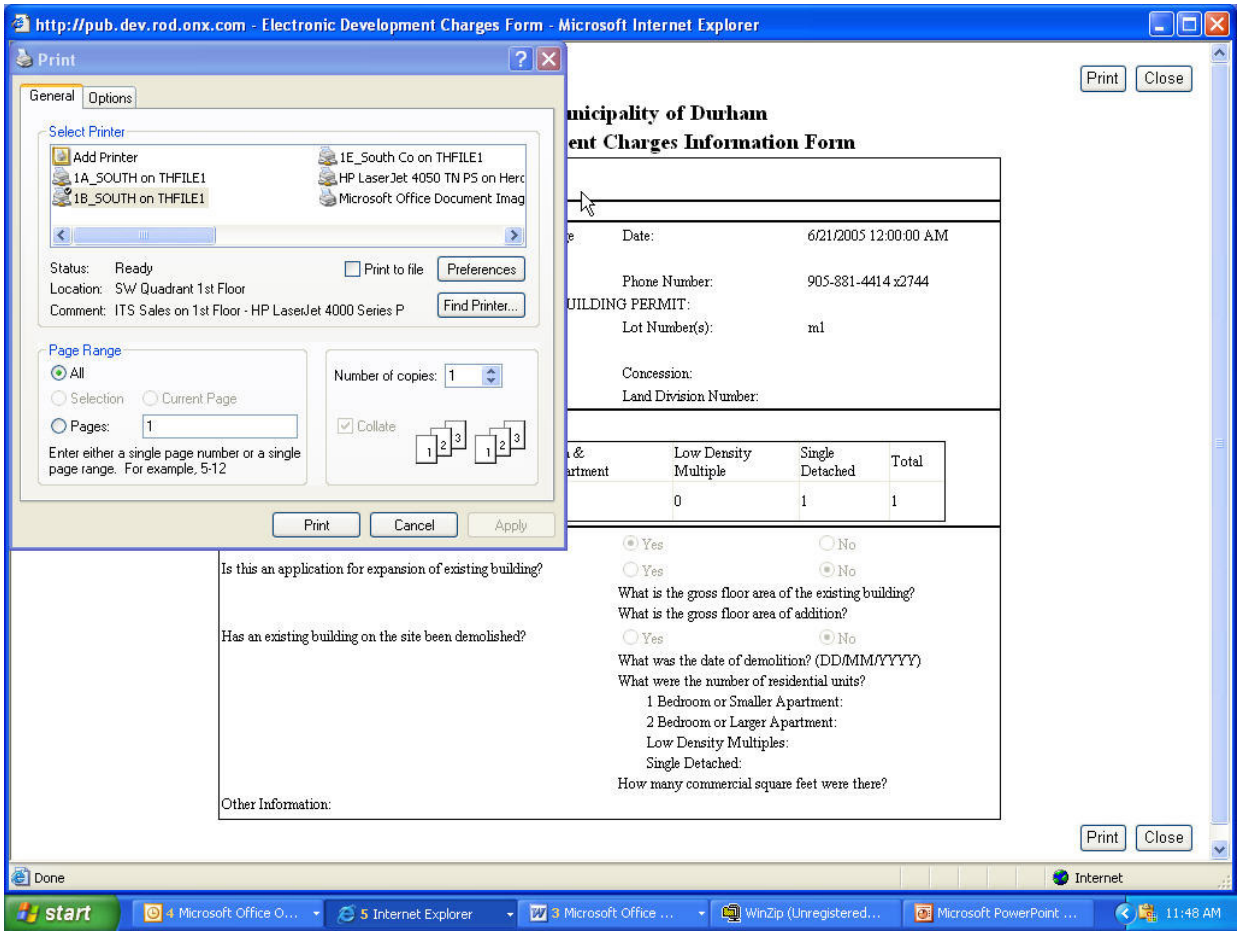

Figure 2-6: *Printer Friendly version of the page and print dialog box*

2. Click the **Print** button to select print the form.
   The form prints on your local printer.

OR

3. Click the **Cancel** button to close the **Print** dialog box without printing the form.

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4. Click the **Close** button to close the form pop-up window.

OR

5. Click the **Print** button to launch the Print dialog box again.

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Creating a new form to replicate the previous form's data

You may replicate the previous form's data into a new form to allow for multiple forms to be created related to one Plan Number.

A unique tracking number will be assigned to the form that you may refer to when following up on the submitted Development Charges form.

To Create a New Form Using the Previous Form's Data:

The purpose of the Create a New Form (edit) button is to provide developers with the ability to create multiple, duplicate forms related to the same Plan Number without having to enter all the details that repeat.

1. After successfully submitting a form, click the **Create a New Form (edit)** button on the Step 3 page.
   A duplicate of the form that was just submitted will appear on the page. The cursor will be placed in the Lot Number field.

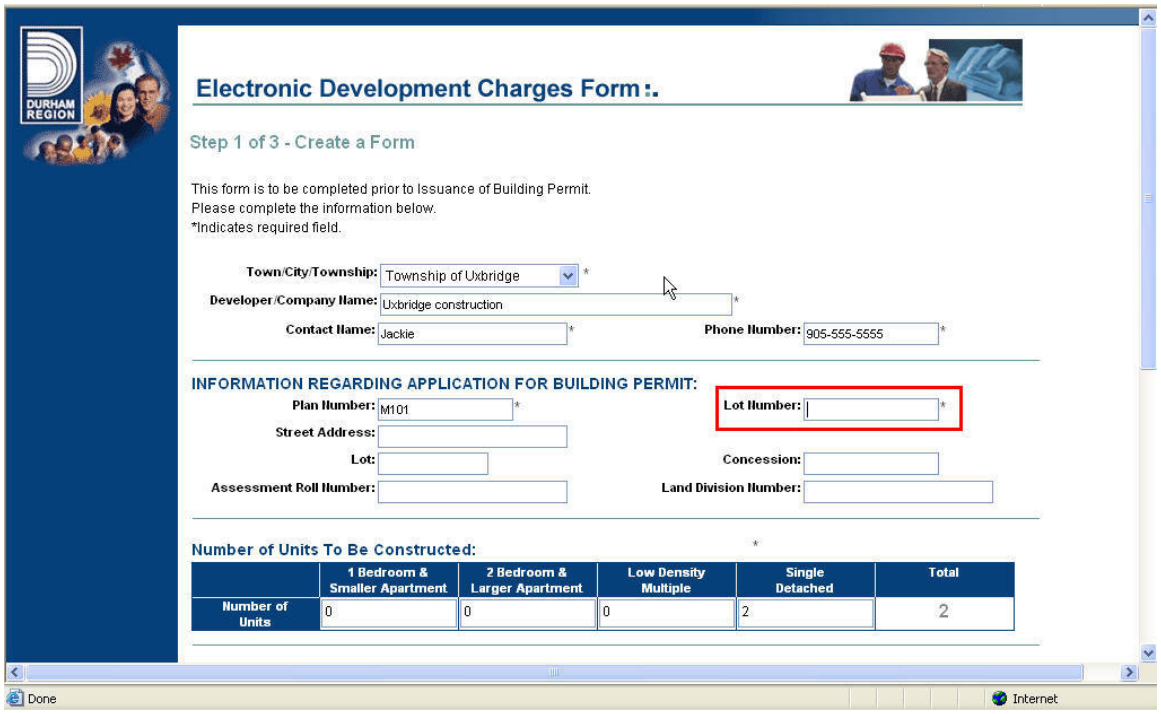

Figure 2-7: *Lot Number must be edited. All other fields are editable.*

2. Edit the new form's lot number and any other details that need to be changed on the form as it relates to the specific Lot.

3. Click the **Next** button.
   The Confirmation page appears with the form displayed as not editable.

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4. Click the **Submit** button.
   The Submitted page appears including a tracking number and a print button so you can print your completed form for your records.

5. This process can be repeated as many times as needed by the developers. The Plan Number and Lot Numbers must be, in combination, unique. E.g. If the Plan Number is 40M, and a lot number is 1950, the combination of 40M and 1950 for one municipality cannot be repeated in the system. If it is, the user will get an error message indicating a duplicate record.

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